



ARLINGTON FINANCE COMMITTEE
MINUTES OF MEETING
LYONS ROOM
7:30 PM 4/26/17

ATTENDEES:

Deyst*	White*	Caccavaro	Kellar*	McKenna*
DeCoursey*	Wallach	Harmer	Gibian*	
Tosti*	Foskett*	Bayer*	Duvadie	
Russell	Beck*	Jones*	Deshler*	
Franclemont*	Howard*	Fanning*	Vacant	Diggins*

*Indicates present

VISITORS: Deputy Town Manager Sandy Pooler

MINUTES of 4/24/17 approved as corrected. Unanimous

ART 32 RECLASSIFICATION: Pooler requested that the recommended vote of 3/22 be modified by deleting the items 2 A & 3 A. The Superintendent of Building Maintenance position will remain. Ref 1 is the corrected list of changes.

VOTED to make this change. Unanimous

RESERVE FUND TRANSFER: The BoS provided a budget (Ref 2) for the June primary election for State Senator to replace Donnelly.

VOTED \$51,180. Unanimous

APPROPRIATION TRANSFER: Pooler requested (Ref 3) that \$12,000 be transferred from Salaries & Wages to Otherwise Unclassified within the Planning Budget.

VOTED to approve this transfer. Unanimous

ART 28 LOCAL OPTION TAXES: The FinCom had not yet vote on this article. No new taxes have been authorized.

VOTED no action. Unanimous

RESERVE FUND Balance: \$1,178,836 - \$51,180 = \$1,127,656.

Peter Howard 4/27/17 Revised 4/29/17

Ref 1 4/26 Positions Reclassification

Ref 2 Transfer Request from Marie Krepelka

Ref 3 Request for Appropriation Transfer (Planning Dept)

April 26, 2017

2017 Town Meeting Request – Positions Reclassification

1. By reclassifying the following positions:

A. Health and Human Services Clerk OA2 to OA4 Health and Human Services	FTE1	
B. Regional Energy Manager ATP7 to ATP8 Facilities	FTE1	
C. Senior Civil Engineer ATP9 to ATP10 Public Works	FTE1	
D. Records Attendant OA3 to OA5 Police	FTE1	
E. Planner ATP5 to ATP8 Planning and Community Development	FTE1	
F. Chief Technology Officer M2 to M3 Information Technology	FTE1	5,025
G. Assistant Comptroller ATP7 to ATP9 Comptroller	FTE1	5,310
H. Custodial Supervisor ATP7 to ATP9 Facilities	FTE1	
I. Fire Department Administrative Asst. ATP3 to ATP4 Fire	FTE1	7,947
J. Director of Veteran's Services ATP5 to ATP6 Health and Human Services	FTE1	3,071
K. Cash Manager OA7 to ATP6 Treasurer	FTE1	12,467
L. Treasurer's Assistant OA4 to OA5 Treasurer	FTE1	2,210
M. Working Foreman Mason MC6 to MC7 Public Works	FTE1	2,454
N. Tree Climber MC5 to MC6 Public Works	FTE1	2,933

O. Benefits Administrator OA7 to ATP4 Human Resources	FTE1	6,174
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P. Human Resources Assistant ATP7 to ATP8 Human Resources	FTE1	2,598
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2. By adding the following positions:

~~A. Assistant Facilities Director ATP11
Facilities~~

B. HVAC Technician ATP4
Facilities

C. Energy and Project Manager ATP8
Facilities

D. Assistant Town Engineer ATP10
Public Works

E. Special Projects Clerk OA5
Police

F. Facilities Director M3
Facilities

G. Administrative Assistant – Facilities ATP6
Facilities

H. Senior Planner ATP8
Planning and Community Development

I. Economic Development Coordinator ATP12
Planning and Community Development

J. Detention Attendant OA4
Police

K. Assistant Benefits Coordinator – HR OA5
Human Resources

L. Assistant Town Manager – M1
Town Manager

M. Tree Warden – ATP6
Public Works

N. Assistant Director of Human Resources ATP8
Human Resources

O. Office Manager – Fire ATP4
Fire

3. By deleting the following positions:

~~A. Superintendent of Building Maintenance ATP11
Facilities~~

B. Regional Energy Manager ATP7
Facilities

C. Senior Civil Engineer ATP9
Public Works

D. Records Attendant OA3
Police

E. Planner ATP5
Planning and Community Development

F. Economic Development Planner ATP12
Planning and Community Development

G. Finance Committee Secretary OA1
Finance Committee

H. Administrative Assistant – HR OA5
Human Resources

I. Weatherization Coordinator ATP7
Planning and Community Development

J. GIS Specialist/Technical Planner ATP7
Information Technology/Planning and Community Development

K. Senior Engineering Aide ATP3
Public Works

- L. Junior Engineering Aide ATP2
Public Works
 - M. Health Compliance Officer/Tobacco Program ATP4
Health and Human Services
 - N. Engineering Division Manager ATP11
Public Works
 - O. General Foreman ATP8
Public Works
 - P. Administrative Assistant – Recreation OA4
Recreation
 - Q. Electrician's Helper MC5
Facilities
 - R. Painter – Maintenance MC4
Facilities
 - S. Motor Equipment Maintenance Worker MC4
Public Works
 - T. Human Resources Assistant ATP7
Human Resources
 - U. Administrative Assistant – Fire ATP3
Fire
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REQUEST FOR TRANSFER FROM THE RESERVE FUND

TO: Finance Committee, Town of Arlington

4/26/17

Request is hereby made for transfer from the Reserve Fund in accordance with Chapter 40, Section 6, Massachusetts General Laws:

1. Amount requested FY17 \$51,180
2. To be transferred to see attached sheet
(Name of Appropriation)
3. Present balance in this appropriation _____
4. The amount requested will be used for Special State Primary 6/27/17

5. This expenditure is extraordinary and/or unforeseen for the following reasons Senator Donnelly's replacement

Marie A. Kepelka
Department Head

Selectmen/School Committee

NOTE: Submit this form in Duplicate to Chairman, Finance Committee. Forward one additional copy to Executive Secretary, Finance Committee. Every request should be made and the transfer from the Reserve Fund voted BEFORE any expenditure in excess of an appropriation is incurred.

Action of Finance Committee

Date of Meeting _____ 20
Number Members present and voting _____
Transfer voted in amount of _____
Transfer disapproved _____ and Comments _____

Chairman, Finance Committee

TRANSFER REQUEST FY17 SPECIAL STATE PRIMARY - 4/26/17

• **Special State Election 6/27/17: Total \$51,180**

0116282-5223 - \$180

Election - office supplies \$180

0116282-5236 - \$12,160

Election – EHS handicap coding \$6,300

Election – LHS accuvote coding \$5,260

Election – constable \$ 600

0116282-5299 - \$1,000

Rentals for tables/chairs \$1,000

0116282-5208 - \$170

Park Ave. Church rental \$170

0116282-5219 - \$18,870

Election worker payroll \$18,870

0116281-5100 - \$18,800

Custodial \$ 4,300

DPW \$ 3,000

Police \$10,500

Electrician \$ 1,000



FOR 2017 13

	ORIGINAL APPROP	TRANSES/ ADJUSTMS	REVISED BUDGET	YTD EXPENDED	ENCUMBRANCES	AVAILABLE BUDGET	PCT USED
0100 GENERAL FUND							
0116281 ELECTION SALARIES							
0116281 5100 SALARIES & WAGES	44,430	13,911	58,341	30,557.46	.00	27,783.28	52.4%
TOTAL ELECTION SALARIES	44,430	13,911	58,341	30,557.46	.00	27,783.28	52.4%
0116282 ELECTION EXPENSES							
0116282 5208 RENTAL OF BUILDINGS	680	0	680	510.00	170.00	.00	100.0%
0116282 5219 ELECTION OFFICERS	68,080	-11,470	56,610	76,407.50	.00	-19,797.50	135.0%*
0116282 5221 ELECTRONIC VOTING EQU	0	0	0	3,382.06	.00	-3,382.06	100.0%*
0116282 5223 OFFICE SUPPLIES	8,600	259	8,859	349.21	709.86	7,800.00	12.0%
0116282 5236 OTHER PURCHASED SERVI	18,860	16,744	35,604	14,476.28	8,602.27	12,525.00	64.8%
0116282 5240 SPECIAL TOWN MTG EXPE	0	0	0	2,004.20	.00	-2,004.20	100.0%*
0116282 5299 OTHERWISE UNCLASSIFIE	2,000	-1,895	105	1,400.00	104.75	-1,400.00	1436.5%*
TOTAL ELECTION EXPENSES	98,220	3,637	101,857	98,529.25	9,586.88	-6,258.76	106.1%
TOTAL GENERAL FUND	142,650	17,548	160,198	129,086.71	9,586.88	21,524.52	86.6%
TOTAL EXPENSES	142,650	17,548	160,198	129,086.71	9,586.88	21,524.52	
GRAND TOTAL	142,650	17,548	160,198	129,086.71	9,586.88	21,524.52	86.6%

** END OF REPORT - Generated by Sandy Pooler **

Ref 3

TOWN OF ARLINGTON
REQUEST FOR APPROPRIATION TRANSFER (MGL 44/33B)*

Date April 24, 2017

To: The Board of Selectmen
Town of Arlington, MA

In accordance with Mass General Law, Chapter 44 Section 33B, I hereby request the following transfer:

1. Transfer to: Acct #: 0117282 - 5299
Acct Name: Otherwise unclassified
Department: Planning
Amount: \$ 12,000.00

2. Transfer from: Acct #: 0117281 - 5100
Acct Name: Salaries / Wages
Department: Planning
Amount: \$ 12,000.00
Present Balance: \$ 126,145.00
Total original budget of Department: \$ 477,978.00
3% of total annual budget: \$ 14,339.34

3. The amount requested will be used for (use separate memo if necessary):

The requested amount will fund the Temporary Consulting Conservation Administrator.

* MGL Chapter 44/33B allows for the Selectmen, with concurrence from the Finance Committee, to transfer within the last two (2) months of any fiscal year, or during the first fifteen (15) days of the new fiscal year to apply to the previous fiscal year, any amount appropriated, other than for the use of a school dept., to any other appropriation.**

** Effective November 7, 2016 per the MuniMod Act

[Signature]
Department Head or Committee Member to #1 above

Department Head or Committee Member from #2 above.

ACTION OF BOARD OF SELECTMEN (with concurrence of the FINANCE COMMITTEE)

Transfer voted in the sum of: _____ Transfer disapproved: _____

Transfer disapproved comments: _____

Chairman, Board of Selectmen

Chairman, Finance Committee

Request must be made and transfer voted BEFORE any expenditure in excess of appropriation is incurred.
The Board of Selectmen and/or Finance Committee reserves the right to request additional supporting data before approving.